



AACPDM VIRTUAL EVENT PLATFORM “HOW TO” GUIDE

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For best results, Google Chrome is the preferred browser when accessing the virtual event platform.

HOW TO LOGIN TO THE EVENT VIRTUAL PLATFORM

1. You will login using the email address you registered with and your unique Access Key

Login

Please type in your Access Key.

Welcome to AACPDM's 74th Annual Meeting being held live, virtually, for the first time from September 23 - September 26, 2020.

Enter the email address you registered with and 'access key' to login.

You must be registered to login and access the AACPDM 74th Annual virtual meeting site. If you have not registered you may visit:
<https://aacpdm.org/meetings/2020/registration>.

Login

 [Forgot Access Key?](#)

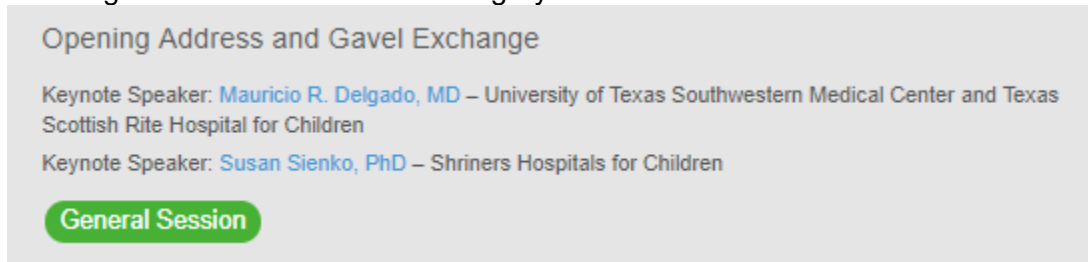
Forgot Your Access Key?

Click on the “Forgot Access Key?” link, which is located below the “login button” (as shown above) to obtain your access key, or go to <https://www.eventscribe.com/2020/AACPDM/forgottenpassword.asp> and enter the email address you registered with.

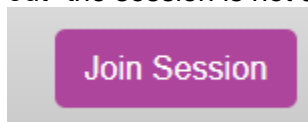


HOW TO JOIN A LIVE SESSION

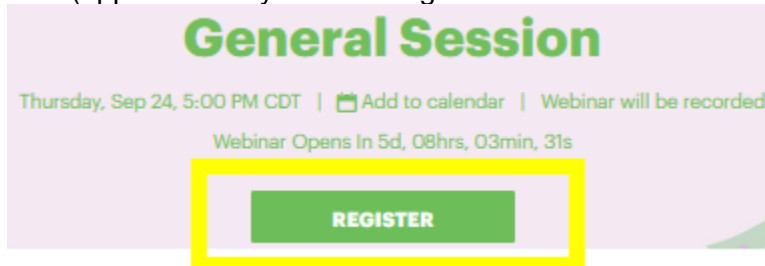
1. To join a live session, hover your mouse over the session and click. Your mouse is hovering on the session if the box is “grayed” out as shown below.



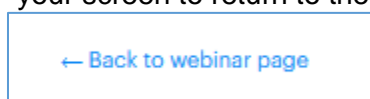
2. A pop-up window for that session will then appear.
3. Click on the “Join Session” button to join the live session. If the “Join Session” is “grayed out” the session is not accessible yet.



4. A new window will launch which will be for the session you selected.
IMPORTANT: The first time you access a live session you will be prompted to click on the “register” button. **This is a security setting of the platform and cannot be disabled.** You are not registering for the meeting, rather to use the platform. You will not have to complete this step for every session you attend once you complete for the first time (applicable only if accessing sessions on the same device).



1. Click on the “register” button
2. Enter your name and the email address you registered with.
3. After you ‘register’ click on the “Back to webinar page” in the upper left corner of your screen to return to the session.

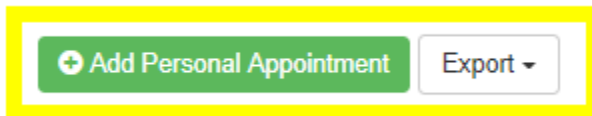




“MY SCHEDULE”

You may create your own schedule to plan and bookmark the sessions you want to attend.

1. Click on the “My Schedule” link located on the left hand navigation menu.
2. Any sessions you have ‘bookmarked’ (by having clicked on the “star” icon for a specific session) will show here.
3. You may also add personal appointments to your schedule by clicking on the “Add Personal Appointment” button, located in the upper left when in the “My Schedule” window. You may also export your schedule by clicking on the “Export” button.



FINAL PROGRAM

The Final Program is available for download, which can be found on the left-hand navigation menu.

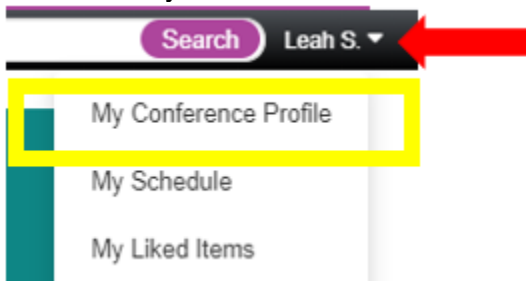


AM20 Final Program

HOW DO I EDIT MY PROFILE?

To edit your profile:

1. Click on your name located in the upper right hand corner of your screen to view the drop-down menu selection.
2. Click on “My Conference Profile”

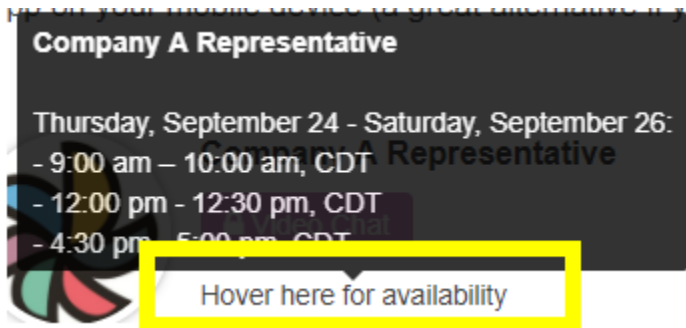




VIDEO CHAT WITH EXHIBITORS

You have the opportunity to meet live, virtually, with exhibitors face-to-face. When visiting a virtual exhibit booth, click on “Video Chat” in the left hand navigation menu. If a company is not offering video chat times, you will see the message “not yet available”.

1. To view when a representative will be available to video chat live, hover your mouse over “hover here for availability”.



Not able to connect?

If you are encountering difficulties connecting to video chat, please check the following:

1. Use Google Chrome (preferred browser for best results)
2. Disconnect from VPN
3. If you are in the office, try another network (some offices have robust firewalls that will block the video chat.)
4. Clear your web browser history and cache
5. Check your Internet Connection
6. Close any other tabs using a lot of bandwidth.
7. If you are at home, make sure you are not also using streaming services like Netflix, etc. that could affect your available bandwidth.
8. Use a hard wired internet connection, if possible
9. If you have to use WIFI, makes sure you are close to the WIFI device.